

COOPERATIVE STATE RESEARCH, EDUCATION, AND
EXTENSION SERVICE

U. S. DEPARTMENT OF AGRICULTURE

**EXTENSION INDIAN RESERVATION
PROGRAM (EIRP)**

GUIDELINES FOR PROPOSAL PREPARATION
AND SUBMISSION

FISCAL YEAR 2001

DUE DATE: July 25, 2001

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**Extension Indian Reservation Program (EIRP)
Fiscal Year 2001**

Application Guidelines

I. GENERAL INFORMATION

Stakeholder Input

CSREES is soliciting comments regarding this request for proposals (RFP) from any interested party. These comments will be considered in the development of any future RFP for the program. Such comments will be forwarded to the Secretary of Agriculture or her designee for use to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFP from persons who conduct or use agricultural research, education and extension for use in formulating future RFP's for competitive programs.

Comments should be submitted through the U.S. Postal Service to:

Policy and Program Liaison Staff
Office of Extramural Programs
USDA-CSREES
Stop 2299
1400 Independence Avenue, S.W.
Washington, D.C. 20250-2299

or via e-mail to: RFP-OEP@reeusda.gov

In your comments, please include the name of the program and the fiscal year of the RFP to which you are responding.

A. Legislative Authority

This program is authorized under Section 3(d) of the Smith-Lever Act of May 8, 1914, ch 79, 38 Stat. 373, 7 U.S.C. 341 et seq. The purpose of this program is to establish extension education programs on Indian Reservations and tribal jurisdictions.

B. Eligibility

1862 and 1890 Land-Grant Institutions are eligible to submit proposals under this program.

It is expected that the reservation/tribe will provide appropriate office facilities for the project, and that the participating Cooperative Extension Service(s) will provide personnel services and training, and access to the resources of the university(ies).

Project proposals submitted in previous years, but not yet funded, will need to be updated and submitted under this solicitation in order to be eligible for consideration for funding.

C. Project Duration

The proposed project period is one year from the date of award under this solicitation. Successful applicants will be requested to submit a proposal for a four-year project beginning in Fiscal Year (FY) 2002.

II. PROGRAM DESCRIPTION

These application guidelines set forth the objectives of this program, the eligibility criteria for projects and applicants, the application procedures, and the set of instructions needed to apply for awards under this program.

A. Purpose of Program

The purpose of this program is to establish appropriate Extension education programs on Indian reservations and tribal jurisdictions. The focus of the projects to be supported under this solicitation is agriculture and agriculture-related 4-H and other youth development programs. The target audience is Native American individuals and communities on large reservations (at least 100,000 acres).

B. Available Funds and Award Limitation

Approximately \$220,000 is available for new projects under EIRP in FY 2001. Requested funding should not exceed \$85,000 per proposal for a period of one year.

The intent of the program is to fund Reservation Extension Agent positions on a multi-year basis, subject to the availability of funds and annual evaluations that show the satisfactory progress of the project. Projects that are funded in FY 2001 will be invited to submit multi-year proposals in FY 2002.

C. Matching Funds

While matching funds are not required, they are encouraged from 1862 and 1890 Institutions and the Tribes.

D. Applicant Merit Review Requirements

Section 103(e) of the Agricultural Research, Extension, and Education Reform Act of 1998, (7 U.S.C. 7613(e)) requires land-grant recipients to arrange a merit review of their proposed extension activities prior to award. “Merit Review” is defined as “an evaluation of a proposed project or elements of a proposed program whereby the technical quality and relevance to regional or national goals are assessed. Merit reviewers may not include principals, collaborators or others involved in the preparation of the application under review.” As a condition of the grant award, you must certify that a merit review of the proposal has been performed and that it meets the intent set forth in the above guidelines (see Section III. M.).

III. PREPARATION OF A PROPOSAL

A. Cover Page

Complete the “Project Application Title Page” (Form CFD-2101) in its entirety. This form must be submitted with original signatures of the State Extension Director(s), the Project Director(s), and the appropriate Tribal Chairperson(s).

B. Table of Contents

For ease in locating information, each proposal must contain a detailed table of contents just after the proposal cover page. The Table of Contents should include a page number for each component of the proposal. Pagination should begin immediately following the Table of Contents.

C. Executive Summary

A one-page Executive Summary must be submitted. It should highlight project objectives, implementation strategies, and expected accomplishments/results.

D. Project Narrative

The Project Narrative of the proposal must be prepared on standard 8½" x 11" paper with typing on one side of the page only and double-spaced. In addition, margins must be at least one inch, type must be 12 characters per inch (12 pitch or 10 point) or larger, and there should be no page reductions. The project narrative shall not exceed 20 pages in length. The project narrative must address each of the following items:

a. Situational Statement, Statement of Program Objectives, and Goals Statement: The Project Narrative should state the program objectives and goals and situational statement that indicates the need for funding. Since successful applicants will be requested to submit a proposal for a four-year

project in FY 2002, include a brief statement on the expected longer-term objectives and goals of this project.

b. Target Audience(s) and Geographic Description of the Area to Be Served.

c. Statement of Approach: a summary of major strategies to be undertaken; anticipated program delivery methods; observation on the feasibility of reaching program objectives and relevance of methods used to reach objectives; identification of partnerships and a description of each partner's roles and responsibilities, including those of the Cooperative Extension Service(s) and the tribe; and a proposed time line for achieving the major objectives.

d. Project Review and Evaluation: Appropriate methodologies for reviewing and evaluating the project must be identified.

E. Key Personnel

Briefly describe the qualifications of the key personnel that will be required for this project, including education, training, and relevant work experience. This information is needed for all key personnel including those who will not be funded by the award.

F. Budget

“Budget” (Form CFD-2102): Prepare the budget form in accordance with instructions provided with the form. Both the State Extension Director(s)/Administrator(s) and the Institution's Budget/Fiscal Officer must sign the proposed FY 2001 budget before submission. In addition, a budget narrative is required detailing how the funds in each category will be used during the overall project period. Attachment A contains detailed guidelines for completing budget forms and narrative. Funds may be requested under any of the categories listed in Attachment A, provided that the item or service for which support is requested is allowable under the authorizing legislation, the applicable Federal cost principles and these applications guidelines, and can be justified as necessary for the successful conduct of the proposed project. For example, funds may be used for:

- C Salaries and appropriate fringe benefits for the Reservation Extension Agent, any individual directly involved in the delivery of Extension programs, and secretarial and/or support staff time that is directly related to the project.
- C Purchase of equipment, other than computer equipment, that specifically supports project objectives - However, no more than twenty-five percent (25%) of the budget may be used for equipment purchases. All equipment purchased with Federal funds is the property of the awardee or the subawardee.

- C Computer equipment - Computer equipment purchases must support the project objectives. Funds (up to 10% of budget) may be used to purchase computer hardware for Reservation Extension Agents which provides access to, and is compatible with, the Internet telecommunications system. Efforts to support and assist the Reservation Extension Agent's participation in Internet telecommunications is required.
- C Travel costs incurred in direct support of the project objectives - Funds may be used to pay travel costs for up to two meetings of the Reservation Extension Advisory Committee. In addition, travel should include sufficient funds for one national meeting for EIRP agents and the annual meeting of the Intertribal Agriculture Council or the Southwest Indian Agriculture Association, or both. Travel information should include the purpose of the trip, destination, number of days, type of travel (personal vehicle, train, airplane, etc.), and an estimate of the total cost per trip. If this information is not available, then provide the information used to estimate the cost of the trip.

See Attachment A for additional funding categories. Indirect costs are not allowed.

G. Letter(s) of Support

Letter(s) indicating support from the Tribe(s) and/or Tribal Department(s); e.g., Tribal Department of Land and Water, Fish and Game, Natural Resources, Agriculture, must be included in the submission package. Letter(s) must indicate support for the project objectives and a commitment to provide appropriate office facilities for the project.

H. Supplementary Information

The following information must be supplied to USDA-CSREES. Send the information to Joan F. Gill, 202-720-4924 (fax) or jgill@reeusda.gov (e-mail).

1. Agent identification - Upon employment, the Reservation Extension Agent's name, address, telephone, FAX, and e-mail address must be transmitted to USDA - CSREES.
2. Advisory Committee: A functioning Reservation Extension Advisory Committee must be maintained. The membership list also must be transmitted to USDA-CSREES at the start of the project and at any time there is a change in membership.
3. Affidavit: A current affidavit (Attachment B) indicating support of the objectives by the Reservation Extension Advisory Committee, Extension Reservation Agent, and the Project Director must be on file at USDA-CSREES. The initial affidavit should be filed as soon after the start of the project as possible.

4. Memorandum: A current Memorandum of Understanding (MOU) between the Tribal entity and the 1862 and/or 1890 Cooperative Extension Service(s) must be on file at USDA-CSREES. Within six months of the start of the project, a copy of the MOU, or a letter indicating that the MOU is under development, must be sent to USDA-CSREES.

I. Current and Pending Support

A Form CSREES-663, "Current and Pending Support," should be prepared and included for each key personnel identified in the proposal who has committed portions of their time to the program, whether or not salary support for the person(s) involved is included in the budget. Analogous information must be provided for any pending proposals that are being considered by, or that will be submitted in the near future to, other possible sponsors, including other USDA programs or agencies. Concurrent submission of identical or similar proposals to the possible sponsors will not prejudice proposal review or evaluation by CSREES. However, a proposal that duplicates or overlaps substantially with the proposal already reviewed and funded (or that will be funded) by another organization or agency will not be funded under this program. The project you submit should be included in the "Pending" section.

J. Compliance with the National Environmental Policy Act (NEPA)

As outlined in 7 CFR Part 3407 (CSREES supplemental regulations implementing NEPA), the environmental data for any proposed project is to be provided to CSREES so that CSREES may determine whether any further action is needed. In some cases, the preparation of environmental data may not be required. Certain categories of actions are excluded from the requirements of NEPA.

In order to CSREES to determine whether any further action is needed with respect to NEPA, pertinent information regarding the possible environmental impacts of a particular project is necessary; therefore, Form CSREES-1234, "NEPA Exclusions Form," must be included in the proposal indicating whether the applicant is of the opinion that the project falls within a categorical exclusion and the reasons therefore. If it is the applicant's opinion that the proposed project falls within the categorical exclusions, the specific exclusion(s) must be identified.

Even though a project may fall within the categorical exclusions, CSREES may determine that an Environmental Assessment or an Environmental Impact Statement is necessary for an activity, if substantial controversy on environmental grounds exists or if other extraordinary conditions or circumstances are present which may cause such activity to have a significant environmental effect.

K. Assurance Statement(s)

Assurance Statement(s) (Form CSREES-662) - A number of situations encountered in the conduct of projects require special assurances, supporting documentation, etc., before funding can be approved for the project. In addition to any other situation that may exist with regard to a particular project, it is expected that some applications submitted in response to these guidelines will involve the following:

Protection of Human Subjects. Responsibility for safeguarding the rights and welfare of human subjects used in any grant project supported with funds provided by CSREES rests with the performing organization. Guidance on this issue is contained in the National Research Act, Pub. L. No. 93-348 and implementing regulations promulgated by the Department under 7 CFR Part 1c. If you propose to use human subjects for experimental purposes in your project, you should check the 'yes' box in Block 21 of Form CSREES-661 and complete Section C of Form CSREES-662. In the event a project involving human subjects results in a grant award, funds will be released only after the appropriate Institutional Review Board has approved the project. The approval must have been received at most one year prior to the grant award.

L. Conflicts-of-Interest List

A Conflict-of-Interest List must be provided for all individuals identified as key personnel. Each list should be on a separate page and include alphabetically the full names of the individuals in the following categories: (a) all collaborators on projects within the past four years, including current and planned collaborations; (b) all co-authors on publications within the past four years, including pending publications and submissions; (c) all persons in your field with whom you have had a consulting or financial arrangement within the past four years who stand to gain by seeing the project funded; and (d) all thesis or postdoctoral advisees/advisors within the past four years (some may wish to call these life-time conflicts). This form is necessary to assist program staff in excluding from proposal review those individuals who have conflicts-of-interest with the personnel in the grant proposal. The Program Director, under the specific area or sub-area, must be informed of any additional conflicts-of-interest that arise after the proposal is submitted.

M. Merit Review Certification

By signing the Application for Funding form, the AOR of the applicant institution is providing the required certification that the full proposal has received a credible and independent merit review arranged by the institution (see Section II. D.).

N. Other Certifications

By signing Form CFD-2101, the applicant is providing certifications required by 7 CFR Part 3017, regarding Debarment and Suspension and Drug-Free Workplace, and 7 CFR Part 3018, regarding Lobbying. The certification forms are included in the application package for informational purposes only. These forms should not be submitted with the proposal since by signing form CFD-2101 the applicant is providing the required certifications.

IV. SUBMISSION OF A PROPOSAL

A. What to Submit

An original and five copies of the proposal must be submitted. Each copy of the proposal must be stapled in the upper left-hand corner (DO NOT BIND). All copies of the proposal must be submitted in one package.

Fax copies will not be accepted. A cover letter from the State Extension Director is not required.

B. Where and When to Submit

PROPOSALS MUST BE RECEIVED ON OR BEFORE **JULY 25, 2001**. Hand-delivered proposals or those delivered by overnight express service should be brought to the following address: Extension Indian Reservation Program; c/o Proposal Services Unit; Office of Extramural Programs; USDA/CSREES; Room 1307, Waterfront Centre; 800 9th Street, S.W.; Washington, D.C. 20024; telephone (202) 401-5048.

Proposals sent through the U.S. Postal Service must be sent to the following address: Extension Indian Reservation Program; c/o Proposal Services Unit; Office of Extramural Programs; USDA/CSREES; Stop 2245; 1400 Independence Avenue, S.W., Washington, D.C. 20250-2245.

C. Acknowledgment of Proposals

The receipt of all proposals will be acknowledged by e-mail. Therefore, it is important to include your e-mail address on the proposal cover page (Form CFD-2101) where applicable. This acknowledgment will contain a proposal identification number. Once your proposal has been assigned a proposal number, please cite that number in future correspondence. If the applicant does not receive an acknowledgment within 60 days of the submission deadline, please contact the Program Director.

V. SELECTION PROCESS AND EVALUATION CRITERIA

A peer review panel will review and evaluate the proposals. Recommendations for funding will be made to CSREES, which has the authority to make final selection decisions.

Projects will be evaluated on the following criteria:

- C How well the case for overcoming a problem or taking advantage of an opportunity is established - 20%
- C Whether the project is sufficiently focused and a critical mass of leadership and resources are available to undertake the activity - 20%
- C The extent to which Tribal commitment/interest is specified - 20%
- C Whether time lines specified are reasonable -10%

- C Whether the project approach appears to be cost-effective - 10%
- C Includes sound quality-control measures - 10%
- C Includes realistic methodology to evaluate the outcomes of the project - 10%

VI. SUPPLEMENTARY INFORMATION

A. Confidential Aspects of Proposals and Awards

When a proposal results in an award, it becomes a part of the record of the Agency's transactions, available to the public upon specific request. Information that the Secretary determines to be of a privileged nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as privileged should be clearly marked as such and sent in a separate statement, two copies of which should accompany the proposal. The original copy of a proposal that does not result in an award will be retained by the Agency for a period of one year. Other copies will be destroyed. Such a proposal will be released only with the consent of the applicant or to the extent required by law. A proposal may be withdrawn at any time prior to the final action thereon.

B. Awards

1. Award Document: The award document shall include at a minimum the following:

- a. Legal name and address of performing organization or institution to whom the Administrator has made an award under the terms of these application guidelines;
- b. Title of Project;
- c. Name(s) and address(es) of project director(s) chosen to direct and control approved activities;
- d. Identifying award number assigned by the Department;
- e. Project period, specifying the amount of time the Department intends to support the project without reapplication for funds;
- f. Total amount of Departmental financial assistance approved by the Administrator during the project period;
- g. Legal authority(ies) under which the award is made;

h. Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and

i. Other information or provisions deemed necessary by CSREES to carry out its respective awarding activities or to accomplish the purpose of a particular award.

2. Notice of Award. The notice of award, in the form of a letter, will be prepared and will provide pertinent instructions or information to the awardee that is not included in the award document.

C. Use of Funds; Changes

1. Delegation of Fiscal Responsibility: Unless the terms and conditions of the award state otherwise, the awardee may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of funds.

2. Changes in Project Plans:

a. The permissible changes by the awardee, project director(s), or other key project personnel in the approved award shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the project director(s) is uncertain as to whether a change complies with this provision, the question must be referred to the CSREES Authorized Departmental Officer (ADO) for a final determination.

b. Changes in approved goals, or objectives, shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

c. Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes.

d. Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, where Federal funds are involved, shall be requested by the awardee and approved in writing by the Department prior to effecting such transfers.

e. Changes in Project Period: The project period may be extended by CSREES without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project. Any extension of time shall be conditioned upon prior request by the awardee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of an award.

f. Changes in Approved Budget: Changes in an approved budget must be requested by the awardee and approved in writing by the ADO prior to instituting such changes if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or the award.

D. Other Federal Statutes and Regulations that Apply

Several other Federal statutes and regulations apply to proposals considered for review and to project awards under this program. These include but are not limited to:

7 CFR Part 1, subpart A--USDA implementation of the Freedom of Information Act.

7 CFR Part 3--USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A--USDA implementation of Title VI of the Civil Rights Act of 1964.

7 CFR Part 3015--USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., Circular Nos. A-21 and A-122) and incorporating provisions of 31 U.S.C. 6301-6308, as well as general policy requirements applicable to recipients of Departmental financial assistance

7 CFR Part 3017--USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants).

7 CFR Part 3018--USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

7 CFR Part 3019--USDA Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.

7 CFR Part 3052--USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Non-profit Organizations.

7 CFR Part 3407--CSREES supplemental regulations implementing the National Environmental Policy Act of 1969.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute)--prohibiting discrimination based upon disability in Federally assisted programs.

35 U.S.C. 200 et seq.--Bayh-Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

VII. FOR FURTHER INFORMATION CONTACT

For further information, please contact Joan F. Gill, Program Director, EIRP, CSREES, USDA; at (202) 720-6487 (phone), or jgill@reeusda.gov (e-mail).

ATTACHMENT A

United States Department of Agriculture Cooperative State Research, Education, and Extension Service Office of Extramural Programs

Required Budgetary Details

CSREES reviews the proposed project's costs to make certain those costs are reasonable for the project and allowable per the Office of Management and Budget (OMB) Circular A-110 -- Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations; OMB Circular A-21 -- Cost Principles for Educational Institutions; OMB Circular A-122 -- Cost Principles for Non-Profit Organizations; 7 CFR 3015 -- USDA Federal Assistance Regulations; 7 CFR 3019 -- Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations; and other statutory regulations as applicable.

To help in this review, as well as to expedite the award process, budgets need to include a narrative detailing the various line items. The categories listed below are examples of some of the more common items found in project budgets. All items should be described in the narrative in sufficient detail that would enable CSREES to determine the costs are reasonable and allowable for the project per the regulations:

1. **Salaries** - Provide the % of effort or full time equivalent for each primary participant (Principal Investigator, Project Director, or other personnel directly associated with the project) and the corresponding dollar amount for the time stated. Please note that only persons employed by the recipient organization should be listed in this category. Those employed elsewhere should be listed as subcontractors or consultants in the "All Other Costs" category.

Secretarial and Clerical Salaries - per the OMB Circulars, A-21 -- Cost Principles for Educational Institutions, and A-122 -- Cost Principles for Non-Profit Organizations, for these salaries to be allowable as a direct charge to the award, a justification of how that person will be directly involved in the project must be included in the narrative. General administrative or accounting duties are not considered acceptable. The duties must be directly related to the project plan.

2. **Fringe Benefits** - Show the total of allowable fringe benefits.

3. **Non-Expendable Equipment** - This category includes items of equipment equal to or in excess of \$5,000 (or lower depending on your institutional policy) and having a useful life of more than one year. Details such as the type of equipment, cost, and a brief narrative on the intended use of the equipment for project objectives is required. Purchases of less than \$5,000 may be listed under "Materials and Supplies" or "All Other Costs". Please note that a computer system (keyboard, monitor and hard-drive) would be considered a unit and does not have to be listed separately. If the proposed equipment was previously purchased for the project, the brief narrative should include a rationale of why you need another of the same item.

Software is not considered to be “non-expendable equipment” and should not be listed here. It is more appropriately listed under “Materials and Supplies.”

4. **Materials and Supplies** - This could be anything from office supplies and software to educational or field supplies. For those items that are not typical materials and supplies, it would be best to include a brief narrative of how this fits the program. Indicate the types of expendable materials and supplies in general terms with estimated costs. (Office supplies such as pens, paper, toner, etc. - \$500; Gardening supplies such as soil and fertilizer - \$500.)

Telephone, postage, fax and express mail costs should not be included in this category. They are more appropriately listed in the “All Other Costs” category.

5. **Travel** - Provide information used in estimating the cost such as: the destination, purpose, number of travelers, number of days, and estimated cost per trip (e.g., St. Louis, Missouri, to attend a conference; 5 days, 2 persons - \$1,000 ea.) For trips where the destination is not known, simply state “destination not determined;” however, be sure to state the purpose of the trip and other information used to determine the estimated cost.

For local travel (where personal auto is used and reimbursed), provide the purpose and total dollar amount of reimbursement for vehicle use. If any overnight stays are anticipated, include the number of nights and the amount for meals and lodging (e.g., local travel for site visits to farmers in neighboring counties - \$500 for mileage and \$500 for meals and lodging (5 days @ \$100/day) = \$1,000).

6. **Publications/Page Charges** - This line is associated with the publishing of an article in a scientific or technical journal or other type of field/program related publication or for commercial printing of brochures or program materials. Provide details such as the number of copies to be printed or the cost per page for journal articles. Photocopying costs should be included under the “All Other Costs” category.

7. **Computer (ADPE) Costs** - Represents the charges associated with your organization's shared computer system (i.e., line charges or computer processing unit usage costs) provided these are normal organizational charges. Provide the rate charged and estimated cost. Charges for Internet access may be included in this category. Equipment purchases should be listed under “Nonexpendable Equipment” or “Materials and Supplies”, as appropriate.

8. **All Other Costs** - Anticipated direct project charges not included in other budget categories should be included in this category. A description, cost, and justification must be included in the budget narrative for each item. Examples of items are:

a. **Communications** - Mailings, postage, express mail, faxes, and telephone long distance charges. Provide the estimated cost for each of these items.

b. **Photocopying** - Photocopying of materials associated with the program. Photocopying should not be confused with “Publications/Page Charges” which are costs related to publishing in a journal or commercial printing of brochures and other materials.

c. **Subcontracts** - When a portion of the work proposed will be performed by outside sources, a statement of work (proposal) and cost details from the proposed subcontractor should be submitted. The level of detail required for the subcontract budget is the same as the recipient's organization.

To avoid problems and questions during the review phase, please provide the full proposal as submitted by the subcontractor organization.

d. **Consultants** - A consultant is someone who renders expert advice in his/her field. The consultant should not be affiliated with the performing organization. Budget details should include the name of the consultant and his/her organization, a statement of work, and a breakdown of the amount being charged to the project (e.g., number of days of service, rate of pay, travel, per diem, etc.).

e. **Service or Maintenance Contracts** - Costs should be in direct correlation to the use of the equipment for the project (i.e., if a particular copy machine is used 50% of the time for the project, the project should only be charged 50% of the service/maintenance costs). Provide details of the type of equipment and the full rate of the service contract, and provide the amount of the service contract to be paid from Federal funds.

f. **Conferences/Meetings** - Costs of holding a conference or meeting are included in this category. Some examples are the rental of facilities and equipment for the meeting, honorariums or fees for trainers or guest speakers and travel and per diem for participants and speakers. Details of costs for each conference or meeting must be broken out and provided in the budget narrative.

Meals may not be charged as project costs when individuals decide to go to breakfast, lunch, or dinner together when no need exists for continuity of a meeting. Such activity is considered to be an entertainment cost. In contrast, it is CSREES policy that a formal group meeting being conducted in a business atmosphere may charge meals to the project if such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants. Please note this requires the USDA Authorized Departmental Officer's approval prior to incurring such a cost. This does not pertain to persons in travel status. When paying for the travel of a person to attend a conference, meals and lodging may be included in the cost without additional justification.

g. **Speaker/Trainer Fees** - Provide details of these individuals such as: their name, title, employer, and their fee(s) (include number of persons, number of days, and cost per person), as well as a description of the services they are performing.

h. **Honorariums** - Honorariums to persons providing a service are allowable. Provide information regarding the honorarium amount (e.g., number of hours/days and rate of pay) and a brief statement regarding what the person is doing to earn the honorarium.

i. **Office Rental** - When an office is located off-campus in space not owned by the recipient's organization, the cost of the rent may be charged against the award. The budget narrative must provide details on the monthly rental charge and the reason off-campus space is needed (e.g., the office needs to be located within the community being served and the community is a great distance away from the campus).

j. **Land-Use Charges** - When there is a charge for using land owned by the Cooperative Extension Service, the Experiment Station or others for research or demonstration purposes, provide the charge per acre (or other rate charged), number of acres, and total cost. Please state whether this is charged to all projects or if it is special to this award.

k. **Other/Miscellaneous** - These costs must always be identified and itemized.

Applicable Regulations

Federal statutes and regulations which apply to project grants awarded under this program include but are not limited to:

OMB Circular A-110 - Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

OMB Circular A-122 - Cost Principles for Non-Profit Organizations.

OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations.

OMB Circular A-21 - Cost Principles for Educational Institutions.

7 CFR 3015 - USDA Uniform Federal Assistance Regulations.

7 CFR 3019 - USDA Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

**Copies of OMB Circulars and USDA Federal Assistance Regulations applicable to this program may be found at the following web-site:
<http://www.whitehouse.gov/OMB/circulars/index.html>.**

Unallowable Costs

Unallowable costs include, but are not limited to the following examples:

1. **Entertainment** - Banquets, award ceremonies, meals for persons not in a travel status except when they are provided to maintain the continuity of a meeting, tickets to shows or sporting events, and alcoholic beverages are never permitted.
2. **Awards and Certificates of Achievement** - Federal funds for awards and certificates of achievement for program participants and/or employees are prohibited by OMB Circular, A-21 -- Cost Principles for Educational Institutions, and OMB Circular A-122 -- Cost Principles for Non-Profit Organizations.
3. **Capital Improvements** - The use of Federal funds from this program for renovations or improvements to buildings, land, or equipment is prohibited.
4. **Tuition Remission** - This is prohibited by Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended (7 U.S.C. 3319).
5. **Indirect Costs (Overhead)** - These are prohibited by Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended (7 U.S.C. 3319).
6. **Miscellaneous** - Any expense not directly related to the program or project is considered unallowable. Costs such as child-care services hired so a person can attend a meeting or kitchen help hired to prepare refreshments for a field day are unallowable because these services are not directly related to the project plan. Promotional or thank you gifts such as T-shirts, coffee mugs, or canvas carry-all bags are not permitted to be purchased with Federal funds.

Procedures for Common Administrative Matters

1. **No-Cost Extensions of time** - First time requests which do not exceed 12 months in duration do not require USDA approval. These may be approved by the recipient organization's Authorized Organizational Representative (AOR) prior to the expiration date of the award. However, the AOR must notify USDA's Authorized Departmental Officer (ADO) within ten (10) days of approving the extension. Any additional requests for extensions of time should be sent to your administrative contact in CSREES, who will then coordinate the approval with the National Program Leader. The request must contain the length of requested extension, a summary of progress to date, an estimate of funds remaining on the award, and signatures of the PD and Authorized Organizational Representative (AOR) or Cooperative Extension Director as appropriate. (See the terms and conditions for the grant.)
2. **Budget revisions** -The AOR may make allowable budget changes and other required administrative prior approvals except those which change the scope or objectives of the award, change key personnel, create a need for additional funding, or are specifically prohibited by the terms and conditions of the award.

3. **Time limits on awards** - By law, projects awarded using Smith-Lever or 7 USC 3318 funding authority may not exceed five years in duration. All funds must be expended by the end of the fifth year or they must be returned to the U.S. Treasury. The five-year limitation also includes no-cost extensions. Neither CSREES nor the AOR has the authority to approve an extension of time beyond the fifth year of an award.

When awards issued by CSREES have a maximum term limit where all funds awarded must be spent or returned to the U.S. Treasury, a new award will be issued in the final year of the term limit. This is to give the recipient the opportunity to obligate any carry-over funds that remain on the original award. This means that for one year, there will be two active awards for the same project. The recipient is urged to spend the carry-over funds promptly to avoid losing the funds.

4. **Carry-Over Funds** - Funds remaining at the end of one project year may be carried over into the next project year, with the exception of the final year. If the Program requires you to report the carry-over on your renewal application budget, budgetary details of how these funds will be spent should also be provided. If these funds will be expended in the same way as originally proposed, a statement in the budget narrative to that effect will be sufficient.

5. **Award Close-out** - Within 90 days after the expiration date of the award, the recipient is required to submit a Final Technical Report. This report shall encompass progress made on the entire project and should be submitted to the programmatic contact.

Research awards will also require a Final CRIS Report, Form AD-421. The CRIS office will notify the PD within the month preceding the expiration date. This report shall be submitted to the CRIS Office.

A Final "Financial Status Report," Form SF-269, is also due within 90 days after the expiration date of the award. An original and two copies of this report shall be submitted to the Financial Management Branch, Office of Extramural Programs, CSREES.

Failure to submit the required reports may result in future award funds being withheld pending CSREES receipt and acceptance of the delinquent reports.